

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: March 28, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: EXPIRED BLANKET ORDERS

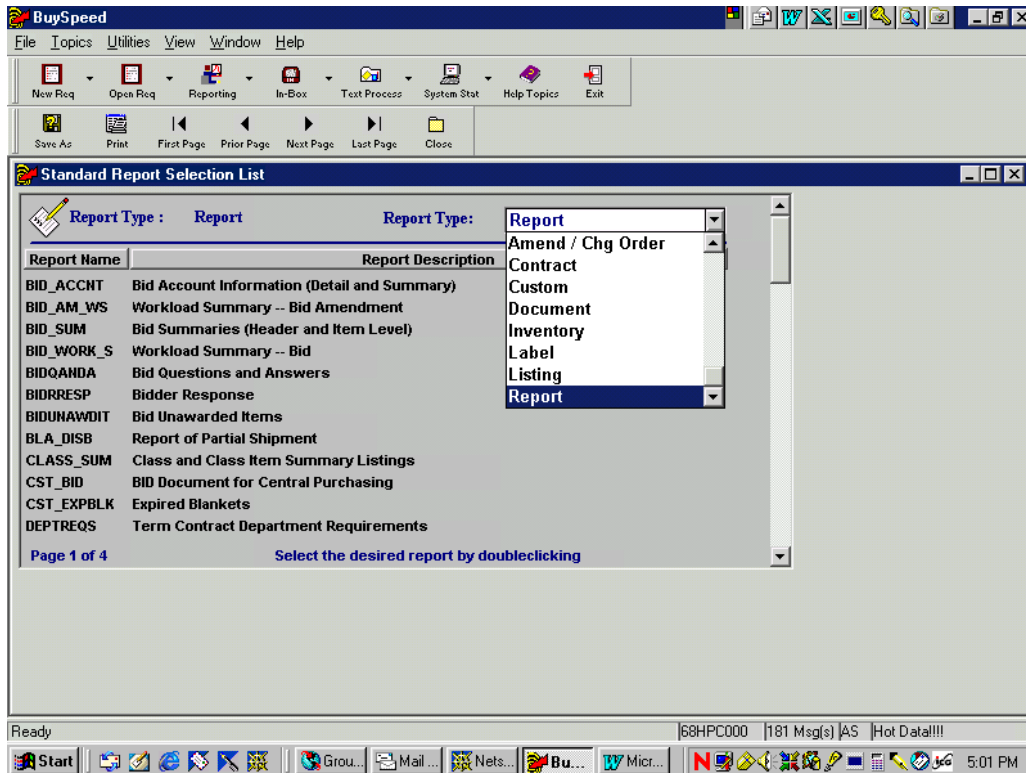
Master Blankets end at all times during the year, not just June 30th. In an effort to avoid the usual end of year scramble, we have awarded PO's ending July 31, August 31st, etc. The Division of Purchases has been receiving requisitions to create new Master Blankets for periods which start before prior blanket end. We believe this is happening because staff are not looking at the existing PO's, only their old requisitions.

Unfortunately, these inappropriate requisitions are using staff resources which should be directed toward contracts which must be addressed by June 30th. Purchasing will be returning incorrect blanket requisitions to be corrected.

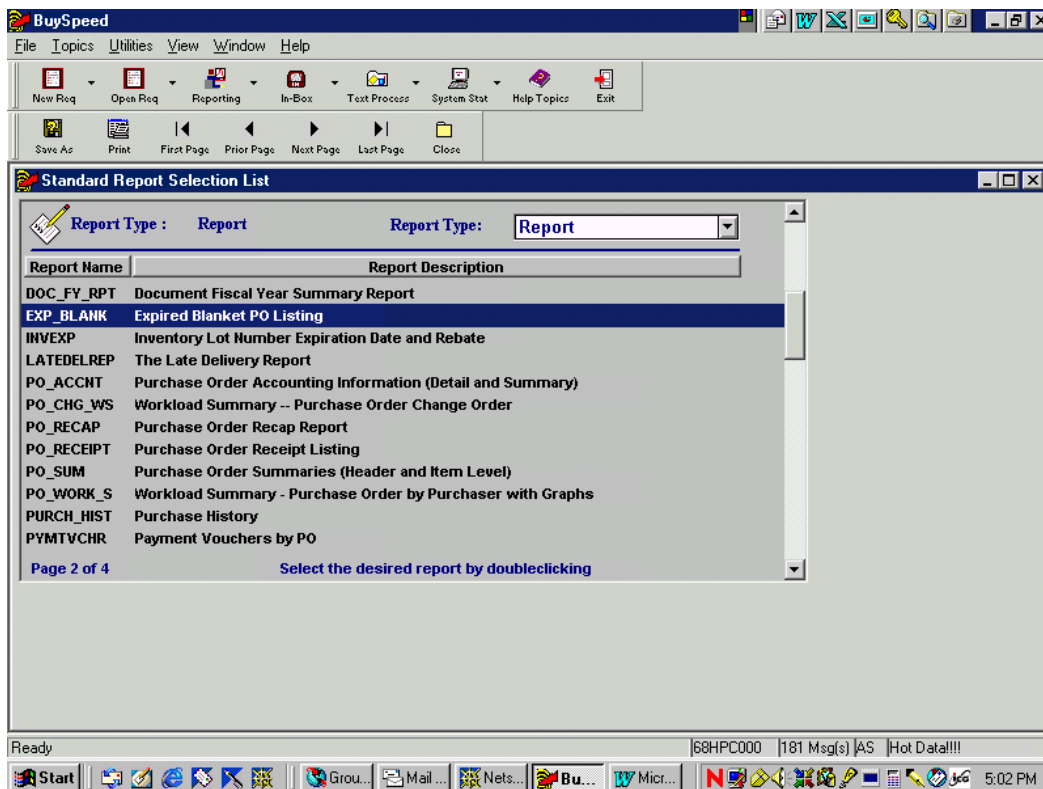
The best way to avoid this problem is to use the Expired Blanket Report in RISAIL to obtain a list of all blankets and their end dates. (See attached.) You can set the criteria to report all documents for a certain location, regardless of end date. Or you can limit reports to a blanket ending on or before June 30th by inserting a criteria using <= 6/30/2002 (less than or equal to June 30, 2002).

/hh
02-41

EXPIRED BLANKET REPORT



Report Type = Report



EXP_BLANK Expired Blanket Report

Set criteria to location or a blanket end date.

BuySpeed

File Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Run Report Clear Criteria Save As Print Print First Page Prior Page Next Page Last Page Close

EXP_BLANK

Report Criteria Valid Operator Choices :

Selection Criteria # 1

PO Number: Department: Location: 76G Buyer: Status: Vendor Number:

Release Number: Blanket Begin Date: Blanket End Date: Blanket Dollar Limit: Blanket Dollar to Date: Blanket Dollar Minimum:

Report Title: Report Criteria: Print Criteria Save Criteria Load Criteria

Location ID 68HPC000 181 Msg(s) AS Hot Data!!!!

Start Grou... Mail... Nets... Bu... W Micr... 5:03 PM

BuySpeed

File Topics Utilities View Window Help

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EXP_BLANK

Report Criteria Valid Operator Choices :

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Report Title: Report Criteria: Print Criteria Save Criteria Load Criteria

Purchase order number 68HPC000 181 Msg(s) AS Hot Data!!!!

Totals ----> \$150,000.00 \$14,000.00

BLANKET PO # 76G00212513 REC-FIRE PROTECT/EQUIP/SYSTEMS

When setting a date use the calendar in the criteria screen.

Double click on the date you want for the Blanket End Date Field. It will appear in the box. Insert the the symbol <= in front of the date. This will create a search for all blanket masters ending before or on the date selected.

Document Print Preview

Zoom: 25% 50% 75% 100% 90 Ruler Save As Cancel

BLANKET PO #: 76G00212513 REC-FIRE PROTECT.EQUIP/SYSTEMS						
Vendor	Department	Begin Date	End Date	Dollar Limit	Dollars To Date	
ELCO ELECTRIC SERVICE CORP	HEALTH, RETARDATION & F	6/1/00	5/31/02	\$150,000.00	\$47,500.00	
Totals ---->				\$150,000.00	\$47,500.00	

BLANKET PO #: 76G00212570 REC-PAGERS-RICLAS						
Vendor	Department	Begin Date	End Date	Dollar Limit	Dollars To Date	
ARCH WIRELESS	HEALTH, RETARDATION & F	8/1/00	12/31/01	\$5,300.00	\$5,300.00	
Totals ---->				\$5,300.00	\$5,300.00	

BLANKET PO #: 76G00212588 REC-WHEELCHAIR/ADAPT EQUIP/RPR						
Vendor	Department	Begin Date	End Date	Dollar Limit	Dollars To Date	
SOUTH COUNTY SURGICAL SUPPLY INC	HEALTH, RETARDATION & F	7/1/00	8/31/01	\$0.00	\$0.00	

BLANKET PO #: 76G00212669 REC-SEPTIC TANK SERVICES						
Vendor	Department	Begin Date	End Date	Dollar Limit	Dollars To Date	
RI CESSPOOL CLEANERS INC	HEALTH, RETARDATION & F	8/1/00	3/31/02	\$150,000.00	\$13,500.00	
Totals ---->				\$150,000.00	\$13,500.00	

BLANKET PO #: 76G00213206 REC-MAINT FIRE PROTECT EQUIP						
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